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COMBAT CENTER ORDER 3572.1B

From: Commanding General  
To: Distribution List

Subj: BOMB THREAT RESPONSE PLAN

Ref: (a) MCO 3302.1B

Encl: (1) Bomb Threat Checklist  
(2) Bomb Threat Report  
(3) Sample Building/Facility Bomb Threat Response Plan  
(4) Search Techniques

1. Purpose. To establish procedures and responsibilities in the event of a bomb (Improvised Explosive Devices (IED)) threat aboard the Combat Center per reference (a).

2. Cancellation. CCO 3572.1A.

3. Information

a. In the recent past we have had a significant number of bomb threats aboard the Combat Center. These incidents interrupt the lives of our Marines and disrupt the missions of the Combat Center and its tenants. It is therefore necessary to have established procedures designed to eliminate or reduce the potential damage of bomb threats and hoaxes and, when necessary to provide the appropriate response to found IED's.

b. Sound procedures (i.e., telephone protocols, building/facility bomb search plans, found bomb/suspicious package procedures, and emergency response procedures, etc.) that are practiced regularly accomplish two things:

(1) They reduce the time it takes to ensure a building/facility is clear of any IED's.

(2) They reduce the potential for future bomb threats because the caller's desired effect (personnel evacuated from buildings/facilities, work stoppage, and the arrival of large numbers of emergency vehicles) is reduced or eliminated.

c. Experience has shown that normally a bomb threat will be received at one of two places

(1) The specific building/facility involved (i.e., Exchange, Commissary, Base Headquarters, company offices, etc.).

(2) An authoritative agency (i.e., Military Police Desk Sergeant, Combat Center Fire Department, sentry booths, duty NCO, etc.).

d. Regardless of the actual recipient, certain pertinent information may be ascertained which will aid investigators, bomb threat team, etc., in locating the IED and may assist in the apprehension of the person making the threat and/or

planting the device. Personnel who may be in the position to receive such a threat should be instructed to reduce the conversation to writing as soon as possible. Enclosures (1) and (2) contain information which the recipient of a bomb threat call should try to obtain before the caller hangs up.

e. Written threats shall be handled (touched) as little as absolutely necessary and turned over to the Military Police as soon as possible.

f. The decision to evacuate the threatened building/facility as a result of a bomb threat rests solely with the person responsible for the personnel (i.e., CO or OIC) and government assets contained therein. The decision whether or not to evacuate the building/facility can be made anytime after the threat has been received (i.e., immediately following the threat, after a search has been completed, or if and when an IED is found).

g. History has shown that the majority of bomb threats are without substance.

h. The only two reasonable explanations for a call reporting that a bomb is to go off in a particular building/facility are:

(1) The caller has definite knowledge or believes that an IED has been or will be placed and he wants to minimize personal injury or property damage.

(2) The caller wants to create an atmosphere of anxiety and panic which will, in turn, possibly result in a disruption of the normal activities at the building/facility where the device is purportedly located

4. Summary of Revision. This Revision contains a substantial number of changes and should be read in its entirety

#### 5. Action

a. General/Special Staff, COs. Directors. Department Heads. and OICs will develop and promulgate bomb threat procedures (see enclosure (3) for a recommended format) for each building/facility under their control that:

(1) Designates personnel, by billet/position, who have the authority to evacuate a threatened building/facility, if necessary, and resume normal operations.

(a) During normal working hours this should be the CO, Executive Officer, or OIC responsible for the threatened building.

(b) After normal working hours this should be the Officer of the Day (OOD) of the unit responsible for the threatened building.

(c) In the absence of proper authority, the Military Police Watch Commander will make the decision as to whether or not to evacuate the threatened building. In this case the Combat Center Command Duty Officer (CDO) will make the decision as to when and if the building will be reoccupied.

(2) Designates personnel, by billet/position, to search the threatened building/facility. (These persons should be intimately familiar with the threatened building/facility.) Suggested search techniques are contained in enclosure (4).

(3) Designates search procedures that are initiated at the most critical areas of each building/facility.

(4) Ensures, if the threatened building/facility is evacuated, it is done so completely.

(5) Ensures predesignated muster points for evacuated personnel are at least 500 feet away from the threatened building/facility and away from glass windows (These muster points should be the same as those used for fire drills.).

(6) Ensures a designated supervisor is at each muster point to account for personnel. (These supervisors are responsible to notify the person authorized to evacuate the building/facility of any found suspicious packages and/or unaccounted for personnel.)

(7) Recalls personnel intimately familiar with the threatened building/facility to conduct searches for TED's.

(8) Ensures that all office, storage, and utility rooms are secured when not in actual use.

(9) Ensures that personnel are instructed in building search procedures on an as required basis.

(10) Ensures the availability of keys to locked areas.

(11) Ensures the timely notification to Military Police in the event of a bomb threat or suspected bomb.

(12) Ensures all personnel responsible for answering telephone calls are well versed in the use of enclosures (1) and (2).

(13) Ensures copies of enclosures (1) and (2) are maintained adjacent to all telephones.

(14) Ensures all personnel are instructed in the following:

(a) To report all suspicious persons and packages in their areas.

(b) Not to touch any suspicious packages or bombs.

(15) Ensures that these procedures are practiced at least annually.

(16) Ensures the Building/Facility Bomb Threat Response Plan is reviewed and updated semiannually. This will ensure valid/accurate information is maintained in the plan for an emergency situation.

b. The person/unit receiving the bomb threat will follow the instructions outlined in enclosure (1).

c. Military Police

(1) Respond to the scene.

(2) Coordinate emergency response to all bomb threat situations.

(3) Contact the Base Telephone Office for assistance in tracing the call (if applicable)

(4) Contact the unit CO, OIC or OOD of the threatened facility and inform them of all information obtained during the bomb threat call. Also, the Military Police will request that a search team be established of personnel familiar with the building to conduct a search of the area to look for suspicious or out of place items.

(5) Use an explosive qualified Military Working Dog (MWD) to assist the responsible unit in conducting the search. The MWD handler will determine how best to employ the MWD

(6) Assist in the evacuation in the event the decision is made to evacuate the threatened building.

(7) Ensure that radio transmissions are kept to a minimum within 150 feet of the threatened area.

(8) Upon arrival, if after the facilities normal working hours, detain all individuals in the immediate area for interview. Complete a field interview card on each individual. Also, complete a field interview card on all suspicious individuals found in the area.

(9) Immediately update the Desk Sergeant of the current situation.

(10) Establish traffic control points as needed and a security perimeter around the threatened area, controlling access and egress, in the event of evacuation.

(11) Ensure the individual who received the call completes enclosure (2).

(12) Obtain a completed copy of enclosures (1) and (2).

(13) Establish a field command post as required.

(14) Ensure all search teams are briefed on search techniques and actions to take in the event a suspected explosive device is discovered. See enclosure (3) for search techniques.

(15) Coordinate actions of search teams and if a device is discovered request assistance from the Explosive Ordnance Disposal Unit (EOD).

(16) Ensure no information is released to the media and refer all media inquiries to the Joint Public Affairs Officer (JPAO).

(17) Ensure normal police operations are being conducted outside the affected area.

(18) In the event that a building is evacuated, make contact with the person responsible for the building to determine:

(a) Whether all personnel have been accounted for from the threatened building/facility.

(b) Whether any suspicious packages or bombs have been found and their locations

d. Naval Criminal Investigative Service will provide support and conduct liaison with outside law enforcement agencies as needed.

e. Naval Hospital will provide medical support as needed.

f. Combat Center Fire DeDartment will provide support as needed.

g. EOD

(1) Provide technical assistance to commands/directorates in training personnel in building search procedures.

(2) Provide personnel to the scene only when an actual or suspected bomb is found.

h. Provost Marshal will incorporate bomb threats into the scenario of the annual terrorism drill in order to test bomb threat response procedures.

6. Apnlicability. This Order is applicable to all commands and organizations located aboard the Combat Center.

P. M. IVERSON  
Chief of Staff

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